

Things to Know Before Applying to Right Track

- ❖ **You must complete the online application between February 1 – 28 to be eligible** for a Right Track [YJ01 job](#) or a [YJ02 internship](#).
- ❖ Applying for Right Track does not guarantee you will get a job.
- ❖ There are two applications – one for YJ01 jobs and one for YJ02 internships. You can only apply to one program (YJ01 or YJ02). Not sure which to apply for? See our [youth handout](#).
- ❖ RESUMES:
 - YJ01: It is HIGHLY recommended that you submit a resume with a YJ01 job application.
 - YJ02: It is REQUIRED that you submit a resume with a YJ02 internship application.
- ❖ Once you start the application, you cannot save it and return to it, so **make sure you have all the information before you begin**.
- ❖ Once you submit the application you cannot change your answers, apply again, or add a resume. **Make sure your application is complete (with resume attached) before submitting it.**

You are ready to begin the application when you have all of the following information:

1. Contact Info
 - a. Your current address
 - b. An email address that you check regularly and can check in the summer
 - c. A phone number where you can be reached directly
2. Someone we can contact if we can't reach you (Emergency Contact)
 - a. Contact's full name
 - b. Contact's current phone number and email address
3. Demographic Info
 - a. Your gender, birthdate, race and ethnicity
4. Household Info
 - a. Do you have a parent/guardian with a college degree?
 - b. Were you and/or your parent(s) born outside the U.S.?
 - c. Are you eligible for free and reduced lunch?
 - d. Is your household female-headed? (i.e. is the person in charge female?)
5. Eligibility
 - a. What is the total annual (yearly) income for your household? (required)
 - b. Total number of people in your household
 - c. Barriers to Employment (*only if they apply to you* – [see website](#))
6. ADA Accommodations (*only if they apply to you*)
7. Work Experience
 - a. If you have work experience, where did you work?
 - b. When did you start work? When did you finish? (*month and year*)
8. **YJ02 Internships Only:** Essay Questions (*500 characters or less*)
 - a. Why are you interested in a Right Track – Youth Jobs 02 internship this summer?
 - b. What is one strength or skill you feel you can offer to a Youth Jobs 02 employer?
 - c. (*Optional*) If you participated in the Youth Jobs 02 internship last summer, what is one goal you hope to accomplish by returning to the program?